

COVER LETTER CHECKLIST

2005 Job & Transition Fair

- ___ Cover letter consist of 3 to 4 well developed paragraphs
- ___ There are no misspellings, smears, corrections, omissions or factual errors
- ___ Used white or off-white bond paper
- ___ Your letter "looks" easy to read
- ___ Grammar been checked for accuracy by:
Signature _____
- ___ Your letter conveys who you are, what you want and what you have to offer an employer.
- ___ The letter is addressed to a specific person by name and title.
- ___ Font is either Verdana, Arial, or Times
- ___ Font size is either 10, 11, or 12
- ___ Your letter explains why you are a strong candidate for the job.
- ___ Your letter avoids trite phrases such as "I have always wanted to work for your company", "I am impressed with your products and your reputation", and "I'm the person you need because I'll give 110%"?
- ___ Your letter is limited to one page
- ___ Contact information complete (e.g., full name, street address, city and state, zip code, telephone number including area code).
- ___ You signed the letter above the typewritten name in ink
- ___ All of the skills listed are relevant to the job
- Signature of person who critiqued your cover letter (it should be someone who knows a lot about cover letters) _____